



ARRA Recipient Reporting

FederalReporting.gov



Briefing

In-Bound Recipient Reporting

Link/Unlink Reports Page Enhancement

April 28, 2010



Agenda

- Requirements
- Reports Linkage Demonstration
 - Agency User
 - Prime Recipient User
- Additional Information
- Q&A

Requirements

- **Reports Linkage Page** – A new Link/Unlink Reports Page is created to support the creation and the modification of report relationships.
- While on this page, the recipient can link a current quarter report to a report submitted in the previous quarter. The recipient can also change or remove links.
- The manually created link will help distinguish ongoing awards from new awards, even if the relationship is not obvious.



Link/Unlink Reports - Agency User

Hello, Hsiang Agency
(Agency Reviewer)

[You have 39 unread messages.](#)

Logoff

Current Reporting Phase

Continuous QA - All reports are unlocked so Federal Agencies are able to review and comment on Recipients' reports, and Recipients are able to review and correct reports.

Quick Links

My Reports

- [Prime Recipient](#)
- [Upload Comments](#)

Administration

Messages

- ALERT FOR FEDERAL AGENCIES: The period for reviewing recipients' reports begins at 12:01 A.M. on January 24 and ends at midnight P.S.T. on January 29, 2010.
- The next reporting period begins April 1, 2010.

MAY

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
CONTINUOUS QA PERIOD						
10	11	12	13	14	15	16
CONTINUOUS QA PERIOD						
17	18	19	20	21	22	23
CONTINUOUS QA PERIOD						
24	25	26	27	28	29	30

Hello, Hsiang Agency
(Agency Reviewer)

[You have 39 unread messages.](#)

Logoff

Current Reporting Phase

Continuous QA - All reports are unlocked so Federal Agencies are able to review and comment on Recipients' reports, and Recipients are able to review and correct reports.

Quick Links

My Reports

- [Prime Recipient](#)
- [Upload Comments](#)

Administration

- [My Account](#)
- [My Agency Extract](#)
- [My Agency Updates Extract](#)
- [Search DUNS #](#)
- [List of Registered DUNS](#)

Download Templates

My Reports - Prime Recipient View

Search Filters

Award Type: Award Number: DUNS Number:

Calendar Year: Quarter: Report Status:

Awarding Agency Code: CFDA Number: Govt Contracting Office Code:

Search [Search Tips](#)

Search Results [Search Results Legend](#)

Click "Mark All As Reviewed with No Comments" to mark all reports in the results set as "Reviewed with No Comments." To mark an individual report as "Reviewed with No Comments," open the individual report.

Mark All As Reviewed with No Comments

14,155 reports found, displaying 1 to 20. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Award Type	Prime Award # / Order #	Prime DUNS #	Status	Award Amount	Sub Count
C	03-15-2010-Contract-1-BK-thru-cpy / 10001	001000363	S	\$11000000.00	1
C	03-15-2010-Contract-1-BK-thru-cpy-nobk / 10001	001000363	S	\$10000000.00	1

An Agency User logs in and clicks on the “Prime Recipient” link.

The Agency User selects a report to review.

Link/Unlink Reports - Agency User

This screenshot shows the 'Prime Recipient Reporting' page. On the left, there is a sidebar with a user greeting 'Hello, Hsiang Agency (Agency Reviewer)', a message count 'You have 39 unread messages.', a 'Logoff' button, and sections for 'Current Reporting Phase' (Continuous QA) and 'Quick Links' (Prime Recipient, Upload Comments). The main content area has tabs for 'Prime Recipient' and 'Sub Recipients'. The 'Prime Recipient' tab is active, showing a 'Cancel' button, a status message 'The report has been marked as reviewed.', and a 'Prime Recipient Data' section. This section includes a 'Report Information' table with columns for Award Type, Award Number, and Calendar Year / Quarter. Below this is a 'Final Report' dropdown set to 'No' and an 'Order Number' of 10001. Links for 'Download PDF', 'View or Add Report Comments', and 'Link/Unlink Reports' are visible in the top right.

Award Type	Award Number	Calendar Year / Quarter
Federally Awarded Contract	03-15-2010-Contract-1-BK-thru-cpy	2010 / 1

Final Report: Order Number: 10001

The “Prime Recipient Reporting” page is opened. From here, the Agency User can access the Link/Unlink Reports page.

This screenshot shows the 'Link/Unlink Reports' page. The sidebar is identical to the previous page. The main content area has a 'Cancel' button and two report information sections. The first section, 'April 2010 Report Information', contains a table with columns for Award Type, Award Number, Prime DUNS, and Order Number. The second section, 'January 2010 Report Information', contains a similar table. A 'Cancel' button is located at the bottom of the page.

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	03-15-2010-Contract-1-BK-thru-cpy	001000363	10001

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	Prime and Sub Contract	001225114	

The Agency User can view the report linkage information but cannot edit the link. If the Agency User decides that the linkage is incorrect and wants it to be changed, the Agency User must notify the Prime Recipient.

Link/Unlink Reports - Agency User

The screenshot displays the Federal Reporting.gov interface for an Agency User. The top navigation bar includes 'Prime Recipient' and 'Sub Recipients' tabs. The 'Prime Recipient Reporting' section shows a 'Cancel' button and a message: 'The report has been marked as reviewed.' Below this is the 'Prime Recipient Data' section, which includes a link to 'field information page' and a note that fields marked with an asterisk (*) are required. A 'Report Information' button is visible. On the left, a sidebar shows 'Hello, Hsiang Agency (Agency Reviewer)' with a 'Logoff' button and a 'Current Reporting Phase' section. The 'View or Add Report Comments' window is open, showing a 'Close Comments Window' button at the top. The 'Report Information' section displays a table with columns: Award Type, Award Number, Prime DUNS, and Order Number. The 'Report Comments' section shows a list of comments. The 'Add New Comment' section includes a text area with the comment 'Please change the linked report to another report.' and a 'Submit' button. A 'Close Comments Window' button is also at the bottom of the window.

Quick I
My Reports

- [Prime Recip](#)
- [Upload Com](#)

Prime Recipient Reporting

[View or Add Report Comments](#) [Download PDF](#) [Link/Unlink Reports](#)

Cancel

The report has been marked as reviewed.

Prime Recipient Data

Please view the [field information page](#) if you require clarification about the fields that appear on this form.

All fields marked with an asterisk (*) are required unless otherwise noted.

Report Information

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	03-15-2010-Contract-1-BK-thru-cpy		10001

Report Comments

- asdf
Hsiang Agency - Apr 16, 2010 4:30:00 PM
- you need to do something about this report.
Hsiang Agency - Apr 20, 2010 1:06:52 PM

Add New Comment

Comment Please change the linked report to another report.

Submit

Close Comments Window

The Agency User clicks on “Cancel” to return to the “Prime Recipient Reporting” page.

The Agency User clicks on the “View or Add Report Comments” link to ask the Prime Recipient to change the linked report.

Link/Unlink Reports – Prime Recipient User

Reports cannot be submitted until the beginning of the next quarter, however, users can upload updated versions of existing reports as well as validate files to begin preparing for the next round of reporting.

[Upload Report](#)

[Validate File](#)

Quick Links

My Reports

- [Prime Recipient](#)
- [Sub Recipient](#)

Administration

- [My Account](#)
- [My Work Queue](#)
- [Request FRPIN](#)
- [Search DUNS #](#)
- [List of Registered DUNS](#)

FederalReporting.gov Reporting

Welcome to FederalReporting.gov

The next reporting period begins April 1, 2010

My Work Queue

My Open Report Comments

2,795 items found, displaying 1 to 20. [First/Prev] 1 2 3 4 5 6 7 8 [Next/Last]

Award #	DUNS #	Award Type	Commenter	Timestamp
03-15-2010-Contract-1-BK-thru-cpy	001000363	Federally Awarded Contract	Hsiang Agency	Apr 27, 2010 10:02:07 PM
primecontract03222010-634p	001225114	Federally Awarded Contract	Bill Holochwost	Apr 26, 2010 2:00:19 PM
primecontract03222010-634p	001225114	Federally Awarded Contract	Bill Holochwost	Apr 26, 2010 2:00:18 PM
primecontract03222010-634p	001225114	Federally Awarded Contract	Bill Holochwost	Apr 26, 2010 2:00:18 PM
primecontract03222010-634p	001225114	Federally Awarded Contract	Bill Holochwost	Apr 26, 2010 2:00:18 PM

The Prime Recipient User logs in.

The Prime Recipient User clicks on “My Work Queue”. A Work Queue message is in the Prime Recipient User’s work queue.

The Prime Recipient User clicks on the “Award #” link to open the report.

Link/Unlink Reports – Prime Recipient User

Hello, Hsiang Prime (Recipient User)

You have 148 unread messages.

Logoff

Current Reporting Phase

Continuous QA - All reports are unlocked so Federal Agencies are able to review and comment on Recipients' reports, and Recipients are able to correct reports.

Reports cannot be until the beginning quarter, however, upload updated ver existing reports as validate files to her

Prime Recipient Reporting

Submit Cancel

Download PDF
View or Add Report Comments
Link/Unlink Reports

Prime Recipient Data

Please view the [field information page](#) if you require clarification about the fields that appear on this form.

All fields marked with an asterisk (*) are required unless otherwise noted.

Report Information

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	03-15-2010-Contract-1-BK-thru-cpy	001000363	10001

View or Add Report Comments

Close Comments Window

Report Information

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	03-15-2010-Contract-1-BK-thru-cpy	001000363	10001

Report Comments

- asdf
Hsiang Agency - Apr 16, 2010 4:30:00 PM
- you need to do something about this report.
Hsiang Agency - Apr 20, 2010 1:06:52 PM
- Please change the linked report to another report.
Hsiang Agency - Apr 27, 2010 10:02:07 PM

Add Reply

Comment

Submit

Close Comments Window

The “Prime Recipient Reporting” page opens.

The Prime Recipient User clicks on the “View or Add Report Comments” link to read the comment left by the Agency User.

The Prime Recipient User closes the “Report Comments” page and returns to the “Prime Recipient Reporting” page.

Link/Unlink Reports – Prime Recipient User

The screenshot shows the 'Prime Recipient Reporting' interface. On the left, a sidebar contains a user greeting 'Hello, Hsiang Prime (Recipient User)' with a link to '148 unread messages' and a 'Logoff' button. Below this is the 'Current Reporting Phase' section, which states that Continuous QA is active and reports are unlocked for review. At the bottom of the sidebar, a note indicates that reports cannot be submitted until the beginning of the next quarter. The main content area has two tabs: 'Prime Recipient' (selected) and 'Sub Recipients'. The 'Prime Recipient Reporting' section includes a 'Submit' button, a 'Cancel' button, and links for 'Download PDF', 'View or Add Report Comments', and 'Link/Unlink Reports'. Below this is the 'Prime Recipient Data' section, which provides instructions on using the 'field information page' and notes that fields marked with an asterisk are required. The 'Report Information' section contains a table with the following data:

Award Type	Award Number	Calendar Year / Quarter
Federally Awarded Contract	03-15-2010-Contract-1-BK-thru-cpy	2010 / 1

Below the table, there is a 'Final Report' section with a dropdown menu set to 'No' and an 'Order Number' of '10001'. A 'Change Key' button is located to the right of the order number.

The Prime Recipient User clicks on the “Link/Unlink Reports” link to access the “Link/Unlink Reports” page.

Link/Unlink Reports – Prime Recipient User

Link/Unlink Reports

April 2010 Report Information

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	03-15-2010-Contract-1-BK-thru-cpy	001000363	10001

January 2010 Report Information

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	Prime and Sub Contract	001225114	

Search Filters

Use the search filters to locate the previous quarter report you would like to link to the current report.

Award Type:	Award Number:	DUNS Number:
<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>

January 2010 Reports

Select the report you would like to link to the current report.

115 reports found, displaying 1 to 20. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#) [\[Next/Last\]](#)

Award Type	Prime Award # / Order #	Prime DUNS #	Status	Award Amount
C	03-15-2010-Contract-1-GUI / 10001	001000363	S	\$10000000.00

The Prime Recipient User can:

1. Review reports linkage information.
2. Remove an existing link.
3. Search for previous quarter reports to link to the current quarter report.
4. Update the link.



Link/Unlink Reports – Prime Recipient User

January 2010 Reports

Select the report you would like to link to the current report.

115 reports found, displaying 1 to 20. [First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

Award Type	Prime Award # / Order #	Prime DUNS #	Status	Award Amount
C	03-15-2010-Contract-1-GUI / 10001	001000363	S	\$1000000.00
C	03-15-2010-Contract-2-GUI-B	001000363	S	\$1000000000.00
C	03-21-2010-Contract-1-GUI / 12	001000363	S	\$1000000.00
C	contract999999999-01062010	001000363	S	\$520000.49
C	hsiangprime02262010-XML-001	001000363	S	\$520000.49
C	hsiangprime02262010-XML-005-race	001000363	S	\$520000.49
C	hsiangprime12162009-XML-001	001000363	S	\$520000.49
C	Prime and Sub Contract 098 / Rev 002525	001225114	S	\$624000.00
C	Prime and Sub Contract 0981 / 002	001225114	S	\$624000.00
C	Prime and Sub Contract 112 / 0033	001225114	S	\$724000.00
C	Prime and Sub Contract 112 / Task Order 1, Rev 2	001225114	S	\$724000.00
C	Prime and Sub Contract 123 / 001	001225114	S	\$724000.00
C	Prime and Sub Contract 123456 / 002	001225114	S	\$724000.00
C	Prime and Sub Contract 547 / 009	001225114	S	\$724000.00
C	Prime and Sub Contract 887 / 004	001225114	S	\$724000.00
C	Prime and Sub Contract 919	001225114	S	\$524000.00
C	Prime and Sub Contract-cpy122309 / 55512121234	001225114	S	\$724000.00
C	Prime and Sub Contract-cpyfwd122309 / 2314823	001225114	S	\$724000.00
C	Prime and Sub Contract-cpyfwd122309-cpy / 2314823	001225114	S	\$724000.00

Cancel

The Prime Recipient User decides to change the link to a different report.

The Prime Recipient clicks on the Award Number of a report in the January 2010 Reports section.

The “Link Reports” page is opened.

Link/Unlink Reports – Prime Recipient User

The screenshot shows the 'Link Reports' interface for a Prime Recipient User. The left sidebar contains a greeting, a message count, a 'Logoff' button, a 'Current Reporting Phase' section explaining the Continuous QA process, a note about report submission timing, 'Upload Report' and 'Validate File' buttons, and a 'Quick Links' section with links for 'My Reports', 'Prime Recipient', 'Sub Recipient', 'Administration', 'My Account', 'My Work Queue', and 'Request FRPIN'.

Link Reports

April 2010 Report Information

Award Type: Federally Awarded Contract
Award Number: 03-15-2010-Contract-1-BK-thru-cpy
Prime DUNS: 001000363
Calendar Year / Quarter: 2010 / 1
Order Number: 10001

Existing January 2010 Report Information

Award Type: Federally Awarded Contract
Award Number: Prime and Sub Contract
Prime DUNS: 001225114
Calendar Year / Quarter: 2009 / 4
Order Number:

New January 2010 Report Information

Award Type: Federally Awarded Contract
Award Number: 03-15-2010-Contract-1-GUI
Prime DUNS: 001000363
Calendar Year / Quarter: 2009 / 4
Order Number: 10001

Terms and Conditions

☐ I acknowledge that I am linking the previous quarter report to current quarter report listed above. I understand that in doing so, any previous report linkage will be broken and replaced with the link created by this action.

DUNS Number: 001000363
FRPIN:

To complete the update action, the Prime Recipient must:

1. Verify that the link is correct
2. Check the “Terms and Conditions” check box.
3. Enter the FRPIN.
4. Click on “Update Link”.

Link/Unlink Reports – Prime Recipient User

Hello, Hsiang Prime
(Recipient User)

[You have 152 unread messages.](#)

Logoff

Current Reporting Phase

Continuous QA - All reports are unlocked so Federal Agencies are able to review and comment on Recipients' reports, and Recipients are able to review and correct reports.

Reports cannot be submitted until the beginning of the next quarter, however, users can upload updated versions of existing reports as well as validate files to begin preparing for the next round of reporting.

Upload Report

Link Report Confirmation

Update successful.

April 2010 Report Information

Award Type Federally Awarded Contract
Award Number 03-15-2010-Contract-1-BK-thru-cpy
Prime DUNS 001000363
Calendar Year / Quarter 2010 / 1
Order Number 10001

Revised January 2010 Report Information

Award Type Federally Awarded Contract
Award Number 03-15-2010-Contract-1-GUI
Prime DUNS 001000363
Calendar Year / Quarter 2009 / 4
Order Number 10001

OK

The system displays the “Link Report Confirmation” page.



Link/Unlink Reports – Prime Recipient User

The screenshot shows the 'Link/Unlink Reports' interface for a Prime Recipient User. On the left sidebar, there is a greeting 'Hello, Hsiang Prime (Recipient User)' with a link to '149 unread messages' and a 'Logoff' button. Below this is the 'Current Reporting Phase' section, which states 'Continuous QA - All reports are unlocked so Federal Agencies are able to review and comment on Recipients' reports, and Recipients are able to review and correct reports.' Further down, a message states 'Reports cannot be submitted until the beginning of the next quarter, however, users can upload updated versions of existing reports as well as validate files to begin preparing for the next round of reporting.' with 'Upload Report' and 'Validate File' buttons. At the bottom of the sidebar is a 'Quick Links' section with links to 'My Reports', 'Prime Recipient', and 'Sub Recipient'.

The main content area is titled 'Link/Unlink Reports' and includes a 'Cancel' button. It displays two report information sections:

- April 2010 Report Information**

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	03-15-2010-Contract-1-BK-thru-cpy	001000363	10001
- January 2010 Report Information**

Award Type	Award Number	Prime DUNS	Order Number
Federally Awarded Contract	03-15-2010-Contract-1-GUI	001000363	10001

Below these sections is a 'Search Filters' section with the instruction 'Use the search filters to locate the previous quarter report you would like to link to the current report.' It includes dropdown menus for 'Award Type' (set to 'All'), 'Award Number', and 'DUNS Number', along with a 'Search' button.

The bottom section is titled 'January 2010 Reports' and contains the text 'Select the report you would like to link to the current report.' It shows '115 reports found, displaying 1 to 20.' with pagination links: '[First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]'. Below this is a table header with columns: 'Award Type', 'Prime Award # / Order #', 'Prime DUNS #', 'Status', and 'Award Amount'.

The Prime Recipient User is notified by the Agency User to unlink the report.

The Prime Recipient User navigates back to the “Link/Unlink Reports” page and clicks on the “Unlink” button.

The “Remove Report Link” page is opened.



Link/Unlink Reports – Prime Recipient User

Hello, Hsiang Prime
(Recipient User)

[You have 152 unread messages.](#)

Logoff

Current Reporting Phase

Continuous QA - All reports are unlocked so Federal Agencies are able to review and comment on Recipients' reports, and Recipients are able to review and correct reports.

Reports cannot be submitted until the beginning of the next quarter, however, users can upload updated versions of existing reports as well as validate files to begin preparing for the next round of reporting.

Upload Report

Validate File

Quick Links

Remove Report Link

April 2010 Report Information

Award Type Federally Awarded Contract
Award Number 03-15-2010-Contract-1-BK-thru-cpy
Prime DUNS 001000363
Calendar Year / Quarter 2010 / 1
Order Number 10001

Existing January 2010 Report Information

Award Type Federally Awarded Contract
Award Number 03-15-2010-Contract-1-GUI
Prime DUNS 001000363
Calendar Year / Quarter 2009 / 4
Order Number 10001

Terms and Conditions

☐ I acknowledge that I am removing the link between the two reports listed above. I understand that this change will be reflected in the published reports.

DUNS Number 001000363
FRPIN

Back **Cancel** **Unlink**

To complete the update action, the Prime Recipient must:

1. Check the “Terms and Conditions” check box.
2. Enter the FRPIN.
3. Click on “Unlink”.



Link/Unlink Reports – Prime Recipient User

Hello, Hsiang Prime
(Recipient User)

[You have 153 unread messages.](#)

Current Reporting Phase

Continuous QA - All reports are unlocked so Federal Agencies are able to review and comment on Recipients' reports, and Recipients are able to review and correct reports.

Link Report Confirmation

The link to the following report has been successfully removed.

April 2010 Report Information

Award Type Federally Awarded Contract
Award Number 03-15-2010-Contract-1-BK-thru-cpy
Prime DUNS 001000363
Calendar Year / Quarter 2010 / 1
Order Number 10001

The system displays the “Link Report Confirmation” page.



Link/Unlink Reports – Email Confirmation

From: DoNotReply@FederalReporting.gov [mailto:DoNotReply@FederalReporting.gov]
Sent: Tuesday, April 27, 2010 11:12 PM
To: recipient.user@email.com
Subject: FederalReporting.gov Report Link Update Information

All links have been removed from following report successfully.

Current Report Information

AWARD TYPE: Federally Awarded Contract
AWARD ID: 03-15-2010-Contract-1-BK-thru-cpy
PRIME DUNS: 001000363
FISCAL YEAR / FISCAL QUARTER: 2010/1
ORDER NUMBER: 10001

Remove Report Link Information

AWARD TYPE: Federally Awarded Contract
AWARD ID: 03-15-2010-Contract-1-GUI
PRIME DUNS: 001000363
FISCAL YEAR / FISCAL QUARTER: 2009/4
ORDER NUMBER: 10001

27 Apr 2010 14:21:52 GMT

Do not reply to this e-mail. Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

Additional Information

- The “Link/Unlink Reports” page is available during the following phases:
 - Initial Submission
 - Recipient Review
 - Agency Review
 - Continuous QA
- If a current quarter report has the same report keys (Award Type, Award Number, DUNS and Order Number) as a report submitted in the previous quarter, Recovery.gov will treat the current quarter report as the continuation of the report from the previous quarter.
- A current quarter report can only be linked to a report from the last quarter. It can neither be linked to a report from the current quarter nor a report submitted prior to the last quarter.



Questions?

